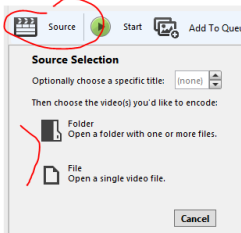
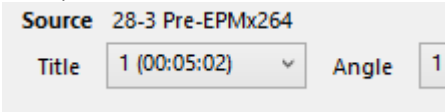
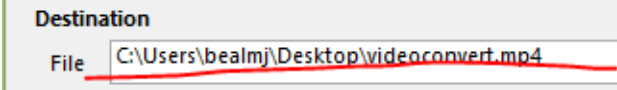



Learning Hub Quick Reference Guide: MP3 and MP4 conversions



<p>❑ What type of media files can I upload into Moodle</p>	<p>Information:</p> <ul style="list-style-type: none">• MP3 and MP4's are the media files accepted by Moodle and that the students can easily use.
<p>❑ How do I convert my files</p>	<p>How to download the program:</p> <ol style="list-style-type: none">1. Download HandBrake at https://handbrake.fr/2. Click on the "Download Handbrake" – should be right in the middle of the page3. This will download it into your download folder4. Go to your download folder and click on the file<ol style="list-style-type: none">a. Click yesb. On the welcome page click Nextc. Click I agreed. It will show where the program will be, I just click installe. Click Finishf. It should now show up as an icon on your monitor <p>How to convert a file:</p> <ol style="list-style-type: none">1. Click on the icon to open the program2. If you get a message about settings out of date, click yes or okay3. Select Source4. Choose what source to open  <ol style="list-style-type: none">5. Find the file to open and click on it6. It will put the information in the source area  <ol style="list-style-type: none">7. Click Browse next to the file and choose a destination8. Give the file a name – it should show that it will be saved as an mp4  <ol style="list-style-type: none">9. Click start – this will turn to a red stop sign while in process  <ol style="list-style-type: none">10. <p>How do I put the video in my course</p> <ol style="list-style-type: none">1. Go to the course2. Turn editing on3. Click and drag the file into the block that you would like it to be placed